

# **Joint Appropriations Subcommittee on Health and Human Services**

## **Committee Protocol**

These guidelines are intended to make the committee process as orderly and efficient as possible.

- Please wait for recognition by the chair before speaking. Only the chair has the authority to call on someone to speak or to answer questions.
- Once recognized by the chair, please:
  - Speak into the microphone.
  - State your name and who you represent.
- Materials may only be distributed to the committee after prior approval from the chair.
  - If requesting staff to make copies of presentations, please submit a PDF to the Fiscal Research Team no later than Noon on the last working day before the meeting.
  - If the presenter is providing copies, they should be double-sided, three-hole punched, and stapled in the corner.
  - Please bring 150 copies to be distributed to the subcommittee room no later than thirty minutes before the scheduled meeting time.
- Please respect your fellow presenters and adhere to the time limits.